

## **INDIANA COMMISSION ON PROPRIETARY EDUCATION**

### *Board of Commissioners Meeting Memorandum*

**Date:** August 22, 2006

**From:** Rebecca Carter, Director of Regulatory Compliance

**Subject: BROWN MACKIE COLLEGE – SOUTH BEND  
ASSOCIATE OF SCIENCE DEGREE IN  
EARLY CHILDHOOD EDUCATION**

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#### **Staff Recommendation**

The commission staff recommends that Brown Mackie College – South Bend be granted the authority to award the Associate of Science degree in the following program:

#### **AS - Early Childhood Education**

#### **Background Information**

Brown Mackie College is nationally accredited by the Association of Independent Colleges and Schools.

The program consists of 96 quarter-credit hours of training and a minimum of 75% of the courses are in the Specialty; and the faculty meets the criteria as stipulated in 570 IAC 1-10.1-4

#### **Supportive Documentation**

1. Degree Applications
2. Instructor Qualification Record Forms

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**DEGREE APPLICATION**

*(New or Renewal program)*

*Use the <tab> key to advance to the next field, or select a field by clicking the cursor.*

Name of Institution Brown Mackie College - South Bend

Name of Program Early Childhood Education

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) AS

Name of Person Preparing this Form William C. Hansen

Telephone Number 574-237-0774 Application Type

Date the Form was Prepared July 28 ☒ New ☐ Renewal

**I. PROGRAM OBJECTIVES:** Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

Early Childhood Education program description:

The Early Childhood Education program will provide students with the general and cultural knowledge of the physical, social, emotional and intellectual needs of young children. Students will develop an understanding of the social and psychological factors that influence a child and will acquire the essential knowledge, skills, ethics, and dispositions required in a well-prepared early childhood education professional.

Early Childhood Education degree objectives:

The program objectives of the Associate of Science in Early Childhood Education are to:

- 1) Describe growth and developmental stages including cognitive and socio-emotional development of young children.
- 2) Apply principles and practices of child development, cultural diversity and assessment techniques to create healthy, respectful, supportive and challenging learning environments for young children.
- 3) Demonstrate an awareness of the teacher's responsibility in child abuse and special need situations and access and utilize the full range of related support services.

4) Cultivate mutual relationships among family, school and the community to maximize learning opportunities.

5) Employ relevant regulatory, organizational and professional rules and standards associated with the provision of early childhood education.

**II. PROGRAM STRUCTURE:** List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Early Childhood Education

TOTAL COURSE HOURS: 96 credit Check one: Quarter Hours ☒ ☐

Semester Hours 

Clock Hours

LENGTH OF PROGRAM: 24 months TUITION: \$17,856.00

**SPECIALTY COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
EC1000	Introduction to Early Childhood Education	4
EC1100	Child Growth and Development	4
EC1200	Developmentally-Appropriate Practices in Early Children Education	4
EC1300	Health, Safety and Nutrition in Early Childhood	4
EC1400	Early Childhood Language Arts and Methods	4
EC1500	Principles of Guidance for the Young Child	4
EC1600	Infant and Toddler Development	4
EC2000	Creative Activities for Early Childhood	4
EC2100	Assessment in Early Childhood Education	4
EC2200	Early Childhood Math and Science Methods	4
EC2300	Home, School and Community Partnerships	4
EC2400	Understanding Special Needs Children	4
EC2500	Organization and Administration of Early Childhood Settings	4
EC2900	Early Childhood Practicum	4

**SPECIALTY COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>

**GENERAL EDUCATION / LIBERAL ARTS COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
CF 1000	Professional Development	4
CM 1200	*Effective Public Speaking	4
EN 1101	*Composition I	4
EN 1102	*Composition II	4
EN 1200	Business Communications	4
MC 1150	Introduction to Microcomputer Applications	4
MC 1311	Word Processing I	4
MT 1770	*College Mathematics	4
PS 1200	*Principles of Psychology	4
SO 1200	*Principles of Sociology	4

Number of Credit/Clock Hrs. in Specialty:	<u>56</u>	/	<u>        </u>	Percentage:	<u>58%</u>
Number of Credit/Clock Hrs. in General Courses:	<u>*24</u>	/	<u>        </u>	Percentage:	<u>60%</u>

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts:	<u>16</u>	/	<u>        </u>	Percentage:	<u>40%</u>
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**III. LIBRARY:** Please provide information pertaining to the library located in your institution.

**1. Location of library; Hours of student access; Part-time, full-time librarian/staff:**

The library is centrally located on the first floor. A full-time librarian works a split shift to accommodate day and evening student needs. The library hours are:

Monday, Tuesday and Thursday: 8:00 a.m. to 1:00 p.m. and 4:00 p.m to 9:00 p.m.

Wednesday: 8:00 a.m. to 1:00 p.m.

Friday: 8:00 a.m. to 12:00 p.m. and 12:30 p.m. to 2:00 p.m.

**2. Number of volumes of professional material:**

Brown Mackie College - South Bend's library houses 2,609 volumes, 217 professional titles and 300 videos for check-out by students

**3. Number of professional periodicals subscribed to:**

The library offers 58 periodicals and 3 newspapers. Brown Mackie College - South Bend also offers Inspire for online periodicals and journals.

**4. Other library facilities in close geographical proximity for student access:**

Brown Mackie College - South Bend students have access to the following local libraries:

St. Joseph County Library, Notre Dame Library, Indiana University at South Bend and interlibrary loan through the Indiana Cooperative Library Services Authority (INCOLSA) which gives students access to libraries across the State of Indiana.

**If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.**

Doc.: degreappform.doc

**\*\* Include all required documentation pertaining to the qualifications of each instructor.**

**Total # of Faculty in the Program:** 5 **Full-time:** 3 **Part-time:** 2

**Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)**

[illegible]







## INSTRUCTOR'S QUALIFICATION RECORD

***Please TYPE the form.***

**NAME OF INSTITUTION:** Brown Mackie College- South Bend

## Professional Development

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Pittsburg State University	Pittsburg, KS	BS in Business Ed.	1963	1967
Pittsburg State University	Pittsburg, KS	MA in Business Ed.	1968	1968
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Southeast High School	Cherokee, KS	Business Instructor	1968	1971
Pittsburg State Univ.	Pittsburg, KS	Instructor	1976	1976

## INSTRUCTOR'S QUALIFICATION RECORD

***Please TYPE the form.***

NAME OF INSTITUTION: Brown Mackie College - South Bend

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
University of Illinois (BS)	Urbana Chamapaigne, IL	Psychology	1972	1976
University of Illinois (M.S.W.)	Chicago, IL	Social Work	1978	1980
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
State of Illinois	Chicago, IL	social work, case management	1980	1985
Planned Parenthood	South Bend, IN	education, social work	1999	2004
Madison Center Sex Abuse Prevention	Madison Center South Bend, IN	Prevention Education	1992	current

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**INSTRUCTOR'S QUALIFICATION RECORD**

**Instructions:** Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., **transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.**)

***Please TYPE the form.***

*Use the <tab> key to advance to the next field, or select a field by clicking the cursor.*

**NAME:**      Smith                                      Sheila                                      Ann  
                    **(Last)**    **(First)**    **(Middle)**

**NAME OF INSTITUTION:**      Brown Mackie College - South Bend

**Names of Courses Taught:**

Principles of Psychology

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Georgia State University	Atlanta, GA	Counseling	1975	1976
Western Michigan University	Kalamazoo, MI	Counseling Psychology	1983	1989
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Clinical Therapist	Washington St. South Bend, IN	Therapist working with mentally ill	1999	2000
Assistnat Professor of Psychology	Manchester College Indiana	taught intro. to PsyDev. Psy., Abnormal Psy.,	2000	2001
Assistant Professor of Psychology	IUSB South Bend, IN	taught Ed. Psy	fall 2001	
Jordan College	Benton Harbor, Michigan	taught intro to Psy Dev. Abnormal Psy, Marriage	1985	1995